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| **TASKS:** | | | **High Five Poster** | | **Questionnaire** | | **Guest Speaker (Employability Skinny Notes)** | **Dream Poster** | | | **Identifying Possible Careers** |
| Criteria | **Skilled** | | Completed 5 boxes | | Completed Sheets A & B | | Notes on all 4 speakers  (**40** **key words**) | * 10+ pictures * Every picture is annotated * All annotations supply justification for picture selection * Writing is legible, 5 or more colours are used | | | * Identified 3 possible careers/ jobs * Researched the careers/jobs * Selected one job/career to research further. |
| **Capable** | | Completed 4 boxes | | Sheet A - Collected basic personal information & completed all of the questions | | Notes on 3 speakers  (**30** **key words**) | * 8-9 pictures * Every picture is annotated * Most annotations supply justification for picture selection * Writing is legible, 3 or more colours are used | | | * Identified 2 possible careers/ jobs * Researched the careers/jobs * Selected one job/career to research further. |
| **Apprentice** | | Completed 3 boxes | | Sheet A - Collected basic personal information & completed at least 7 of the questions | | Notes on all 2 speakers  (**20 key words**) | * 6-7 pictures * Every picture is annotated * A few annotations supply justification for picture selection * Writing is legible, 2 or more colours are used | | |
| **Novice** | | Completed 1-2 boxes | | Sheet A - Collected basic personal information  (Name, age, job description…)  & completed at least 7 questions  - Used a biography | | Notes on all 1 speaker  (**10** **key words**) | * 5 or less pictures * Every picture is annotated * Writing is legible | | | * Identified 1 possible career/ job * Conducted researched into the careers/job |
| **DUE DATE:** | | | **End of lesson 1** | | **Start of lesson 3** | | **End of lesson 7** | **End of lesson 4** | | | **End of lesson 9** |
| **TASKS:** | | | | **My Ideal Job** | | **Dream Poster Costing** | **My Monthly Budget** | **Time Management** | | **Subject-Expo Poster** | |
| Criteria | | **Skilled** | | Includes: Job description, wage/income information, employability skills, educational requirements, holidays entitlements and benefits. | | Has costed 10 or more items from ‘My Dream poster’. | ALL 10 parts to the worksheet have been completed, with at least two sources that have been researched using their own household bills | Completion of:   * ‘How do I use my time’ handout. * Excel spreadsheet (with graph) * A thorough evaluation of the process (200 words). | | Includes: Clearly identified career/job, detailed job description, identification of at least 5 employability skills. Clear links made between all of their subject choices and their chosen job. | |
| **Capable** | | Includes: Job description, wage/income information, employability skills, educational requirements. | | Has costed 8-9 items from ‘My Dream poster’. | At least 8 out of 10 parts to the worksheet have been completed, using the information provided | Completion of:   * ‘How do I use my time’ handout. * Excel spreadsheet (with graph)   An evaluation of the process (150 words). | | Includes: Clearly identified career/job, detailed job description, identification of at least 3 employability skills. Links made between at least 4 of their subject choices and their chosen job. | |
| **Apprentice** | | Includes: Job description, wage/income information, employability skills. | | Has costed 6-7 or less items from ‘My Dream poster’. | At least 6 out of 10 parts to the worksheet have been completed, using the information provided | Completion of:   * ‘How do I use my time’ handout. * Excel spreadsheet (with graph)   A basic evaluation of the process (100 words). | | Includes: Clearly identified career/job, detailed job description, identification of at least 1 employability skill. Three links made between their subject choices and their chosen job. | |
| **Novice** | | Includes: Job description, wage/income information. | | Has costed 5 or less items from ‘My Dream poster’. | At least 4 out of 10 parts to the worksheet have been completed, using the information provided | Completion of:   * ‘How do I use my time’ handout. * Excel spreadsheet (with graph)   An outline of the process (50 words). | | Includes: Clearly identified career/job, brief job description, identification of at least 1 employability skill. A link is made between a subject choice and their chosen job. | |
| **DUE DATE:** | | | | **End of lesson 10** | | **End of lesson 7** | **End of lesson 12** | **End of lesson 5** | | **End of lesson 13** | |
| **NAME:** | | | | | | | | | **MENTOR:** | | |